

The New Castle City's Planning Commission Meeting took place on July 23, 2007 at 6:30 p.m. in the City of New Castle's Town Hall.

Members Present: Dr. Jack Norsworthy, Chair
Jim Steele, Co-Chair
George Freebery
David Bird
Elliott Tatum
Joe DiAngelo
Bill Simpson

Member Absent: Thomas Wilson

Staff Present: Douglas Lloyd, City Planner

City Personnel: Mayor Jack Klingmeyer

City Council: Janet Churchill, John Gaworski

Dr. Norsworthy called the meeting to order at 6:30 p.m. Roll call was taken. Dr. Norsworthy announced he had heard that Mr. Wilson had resigned his position with the Planning Commission. Mayor Klingmeyer confirmed he had submitted his letter of resignation and the Mayor will be appointing someone to take his place.

Approval of Minutes – Mr. Bird made a motion to accept the minutes from the last meeting; Mr. Simpson seconded the motion. The motion was unanimously passed.

Discussion on Comprehensive Plan Updates & Review – Mr. Lloyd reported that URS has submitted a proposal to the City Administration. As of this afternoon we have a verbal authorization of acceptance of the proposal. Nothing has been signed as yet. *(He distributed copies of the draft proposal to all Planning Commission members present.)* Dr. Norsworthy said that it is his understanding that the University of Delaware has not yet responded; Mr. Lloyd confirmed this information. Mr. Lloyd described the proposal which reflects the last comprehensive plan, its thoroughness and comprehensiveness. This proposal to update that plan would build upon same. It is a five-year plan. He then fielded questions from Commission members. *(Questions referred to the State's requirements, the capital improvement program, process of approval and scope of services.)* Mr. Steele added that the last comprehensive plan the city submitted is used as a model for other municipalities in Delaware because it was well presented and accepted by the State. If we do everything that is suggested and it is approved there is no reason to not go with it. Mr. Tatum questioned why the mapping wouldn't be revised. Mr. Lloyd responded that it was not viewed as a topic that needs to be revised and it is expensive. Mr. Steele added that Jeff Bergstrom has mapping capabilities in his city office. Mr. Lloyd wants to get past the updating process and get on with the implementation plan part of the process. Mr. Simpson stated that at our last meeting we agreed that the requirement from the State wasn't to rewrite the plan, just to make sure it is valid. The most

important thing we need to look at, other than anything that has changed drastically, is how the action plan has been implemented or why it hasn't been implemented. He suggested using funds going forward to enhance the action plan or a plan to implement the plan. *(Discussion followed about the University of Delaware's involvement with this plan up to this point.)* Mayor Klingmeyer referred back to the original plan done in the 1960's that focused on municipal services, schools, taxes, and recreation and he feels we should follow those parameters. He doesn't feel the city is tackling the problems it faces. Quality of life and the people in our community should be a major factor in this plan. *(Discussion followed.)* Mr. Steele asked if we are going to revise the action program within the comprehensive plan or will it be separate. Mr. Lloyd said it is a separate document now and it will be reviewed for possible revisions. Mr. Steele further asked if there will be a tracking component assigned to the action plan. Mr. Lloyd supports such a component to track progress. *(Discussion about prioritizing the action plan and funding sources, including bonds, followed.)*

Mr. Simpson made a motion to recommend the draft presented by URS be approved by City Council. Mr. Steele seconded the motion. *(Discussion about planning organizations invited to present proposals took place.)* **A roll call vote was taken with each Planning Commission member providing their reason for their vote. The motion was passed by unanimous vote.**

Budget Review – Dr. Norsworthy thanked Councilwoman Churchill for going over the budget with this Commission. He feels City Council is being very cooperative and he is looking forward to getting many things accomplished. He informed that he had not received anything from Ms. Thomas to date but will get the updated budget standpoint for this year in time for our next meeting.

Planning Checklist Review – Dr. Norsworthy doesn't have anything to report at this time. The old checklist is being used but the updated checklist is more user friendly and more comprehensive. Mr. Lloyd offered his assistance with a draft checklist before the next Planning Commission meeting. He will email/send the draft to all Planning Commission members and the Mayor's office.

Public Hearing – Mr. DiAngelo reminded that there will be a public hearing on July 26, 2007 (4 p.m.-7 p.m.) regarding DELDOT's revised regulations for access to state-maintained roads for planning, design, construction and acceptance for maintenance of sub-division streets. *(Brief discussion followed.)*

General Discussion – Various street traffic issues were discussed including signage and police enforcement. Mr. Bird stated that a draft of New Castle County's updated comprehensive plan is now on the county's website.

Next Meeting -- Our next meeting is scheduled for August 27, 2007.

Adjournment – **Mr. DiAngelo made a motion to adjourn the meeting; Mr. Simpson seconded the motion. Motion was passed unanimously.**
The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Debbie Turner
Stenographer